



**CITY OF SAN DIEGO
EMPLOYMENT OPPORTUNITY
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**#T1784 PARK DESIGNER
MONTHLY SALARY: \$5574 to \$6731**

APPLICATION FILING PERIOD: FIRST DATE: May 18, 2007

LAST DATE: September 12, 2007

Applications received later than 5:00 p.m. on the last date of this application filing period will be rejected. **Prompt application is encouraged. Immediate vacancies may be filled when sufficient applicants have been processed.** Later applicants will be eligible for employment consideration as future positions MAY become available.

***NOTE:**

1. Employees with a valid State of California registration as a Landscape Architect are eligible for an additional 15% pay.
2. The successful candidate will be eligible for participation in the City's Flexible Benefits Plan, providing a range of benefit options including health and life insurance. Benefits currently offered to employees may be subject to future modifications.
3. The City of San Diego offers quality savings and retirement plans, PERS reciprocity, 17 days vacation/sick leave and 11 paid holidays annually, tuition reimbursement, and an opportunity to pursue career growth and advancement.

HOW TO APPLY: You must complete a **STANDARD EMPLOYMENT APPLICATION** for this position by responding to **all** questions and submitting the completed application to the City of San Diego Personnel Department. You may complete/submit a hard copy (paper) application **or** an online application via the internet. Please read the following instructions for each method of submission.

HARD COPY (Paper Submission)

1. You must also submit a completed DATA ENTRY FORM.
2. To show proof of any required degrees, certificates, licenses, etc. you must attach a copy of the documents to your application.

ONLINE (Internet Submission)

1. Do **NOT** complete /submit a Data Entry Form. The information will be automatically added to your file.
2. To show proof of any required degrees, certificates, licenses, etc. you must submit a copy of the documents in person **or** FAX / MAIL them to the Personnel Department **with the cover sheet** provided during your online session. Follow the instructions on the cover sheet.

REQUIREMENTS: You must meet the following requirement(s) on the date you apply, unless otherwise indicated.

EDUCATION: You may qualify for the educational requirements by meeting **one** of the following:

1. College graduation with a Bachelor's Degree in Landscape Architecture or a closely related field. **(You must submit a copy of your degree.)**
- OR-
2. Registration as a professional Landscape Architect with a State licensing board. **(You must submit a copy of your registration/license.)**

-AND-

EXPERIENCE: Three years of full-time professional Landscape Architecture experience, or Park and Recreation Area Design and Development experience involving multi-acre projects. Qualifying experience must include **all** of the following:

- a) Project management of landscape architectural, architectural, subdivision or park master planning for projects of various scales.
- b) Design of major irrigation and landscape projects.
- c) Review of final plans and specifications for construction of parks, open space, rights-of-way, and recreation buildings.
- d) Design of rights-of-way landscaping and irrigation.

NOTE: A Master's Degree in Landscape Architecture may substitute for one year of the required experience as specified above. **(You must submit proof of your degree.)**

HIGHLY DESIRABLE: Experience/Training with Computer Aided Drafting and Design (CADD).

SUPPLEMENTAL QUESTIONS – In Section 4 of the Standard Employment Application, you **MUST** respond to the following numbered questions or your **application will be rejected**. Read the directions on the application form carefully and be sure to follow all instructions.

1. Describe your experience designing major landscape and irrigation systems for multi-acre park projects.
2. Describe your experience preparing bid documents for multi-acre park and/or landscape development projects.
3. Describe your experience reviewing final plans and specifications of landscape development projects, including site grading, drainage, irrigation systems, soil conditions, and landscaping.
4. Describe your experience performing project management duties for landscape architectural, architectural, subdivision or park master planning development projects.
5. Describe your experience designing rights-of-way landscaping.

LICENSE: A valid California Class C Driver's License may be required at the time of hire.

DUTIES: Park Designers manage park development projects from design through construction phases; provide functional supervision over contract design consultants; prepare, and/or oversee preparation of site studies and reports, cost estimates, project budgets, landscape designs, construction drawings, and contract documents for parks, playgrounds, and other public facilities; review landscape, irrigation, engineering, architectural, electrical plans, etc., prepared by private consultants for City park development projects, medians, and other City public facilities; act as liaison and consultant to other Park and Recreation Department divisions, as well as various groups, agencies, and other City departments to consult, advise and provide technical assistance on plant materials, irrigation systems, water conservation, and other City standards relative to park facilities; negotiate agreements with developers, consultants, and other entities on park and recreation issues; make presentations to community groups, advisory committees, and the Park and Recreation Board; and perform other duties as assigned.

THE SCREENING PROCESS will consist of a comprehensive evaluation of the Standard Employment Application for applicable education, experience and/or training. Only those applicants whose qualifications most closely relate to the position requirements will be placed on the eligible list. Approved applications will be made available to the hiring department(s) for review.

ELIGIBLE LIST: Candidates who are successful in the screening process described above will be placed on a **one category** eligible list which will be used to fill position vacancies during the next **two years**. For each vacancy, only those candidates with the most appropriate qualifications will be contacted by the hiring department for an interview.

PRE-EMPLOYMENT REQUIREMENTS: Any employment offer is **conditional** pending the results of all pre-employment screening processes required for the job, which may include but are not limited to the following: confirmation of citizenship/legal right to work in the United States; completion of a pre-employment medical review/exam (which may include drug/alcohol testing); reference checks; and a fingerprint check. The fingerprints will be submitted to the California Department of Justice for a conviction record report. All of these processes must be successfully completed before employment begins.

Note: Misrepresentation, falsification, or omission of pertinent facts in any step of the screening/selection process may be cause for disqualification or termination of employment.

TMN/August 8, 1997/*Rev. 19 (08-02-07)/Class 1638

THE CITY OF SAN DIEGO PERSONNEL DEPARTMENT • "WORKING HARD TO KEEP SAN DIEGO WORKING"

The City of San Diego has an active Equal Opportunity Program and vigorously supports workplace diversity. Applicants with disabilities who require testing accommodations may call (619) 236-6358. To obtain this information in alternative formats, persons with disabilities may call (619) 236-6467 or for TT (619) 236-6776.

APPLICANT INFORMATION

APPLICATION INFORMATION

Application materials must be received at the Employment Information Center NO LATER THAN 5:00 P.M. ON THE FINAL FILING DATE. Postmarks as proof of meeting the final filing date are not accepted. If you are returning your application via the U.S. Postal Service, you should use "Certified Mail-Return Receipt Requested" to provide verification of timely delivery. Do not send applications via interoffice mail.

1. Starting salaries will be determined by the hiring department.
2. The hiring department with a vacancy will contact and interview eligible candidates as needed. All candidates may not be contacted. The final selection and offer of employment is made by the hiring department, not the Personnel Department.
3. Unless otherwise stated, relevant experience may be substituted for education.
4. Eligible lists may be used on a periodic basis. As such, lists may not be used for several months. Eligible lists may be extended by the Civil Service Commission.
5. Examination requirements and processes may be revised.
6. Experience, education, and all other information provided by an applicant orally or in writing are subject to verification.

FALSIFICATION: Any misrepresentations or false statements during or after the employment process may be cause for disqualification or dismissal from employment.

GENERAL REQUIREMENTS

Requirements must be met at time of application unless otherwise stated.

The minimum age for most full-time employment is 18, unless you are 17 and a high school graduate. You must have the legal right to work in the U.S. or have U.S. citizenship. Persons hired must present acceptable proof of identity and the legal right to work in the United States and the authenticity of the documents must be verified before starting work. After hire, you will be required to sign a loyalty oath and may be required to live in San Diego County.

A CITY MEDICAL EXAMINATION including drug screening and documentation of medical history may be conducted following a conditional offer of employment or promotion. Medical condition must enable the applicant to perform the essential duties of the position.

The City of San Diego is committed to a drug and alcohol free workplace.

THE CITY OF SAN DIEGO SUPPORTS WORKPLACE DIVERSITY and does not discriminate on the basis of race, sex, age, ancestry, national origin, political/religious affiliation, sexual orientation, AIDS or HIV status, cancer, or non-job related physical/mental disability. The City is committed to making its jobs, programs, and services accessible to all persons and complies with all ADA non-discrimination requirements in its employment practices.

A CONVICTION RECORD FORM must be submitted before hire. On it you must list all criminal convictions you have had. A criminal record is not necessarily a basis for disqualification from City employment. Each applicant's conviction record will be evaluated on a case by case basis considering the type and seriousness of the crime, how much time has elapsed, and the nature of the job.

EMPLOYEE BENEFITS

City Employees may be eligible to participate in a benefit program including holidays, vacations, savings and retirement plans, health programs, and other benefits.

Benefits may change due to employer-employee contract negotiations.

REQUIREMENTS FOR PROMOTIONAL EXAMINATIONS

1. Current City employment, or currently on a Re-employment List or Leave of Absence.
2. Six months of continuous City employment in the Classified Service immediately prior to the application closing date or, if no closing date is specified, by date of application filing (exceptions: Persons recently hired from Re-employment Lists, and employees in the Unclassified Service if the employee has six months in the Classified Service with no break in service, prior to becoming an Unclassified employee).
3. Most recent performance evaluation in your current City classification must be other than "Unsatisfactory".

The provisions of this bulletin do not constitute an expressed or implied contract.

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